

INITIAL SCREENING

- * NOTE:** Use of this form is optional for Contract Providers.
- WHEN:** During contact, immediately thereafter, or as soon as possible following contact with the client.
- ON WHOM:** Form HHSA:MHS-922 should be completed on all un-“opened” clients when there is a significant issue, when the client is likely to come in or when the client is referred to another agency. Not required if formal chart is opened immediately.
- COMPLETED BY:** Clinical staff participating in the client contact.
- MODE OF COMPLETION:** Legibly hand written, typed or word-processed on form HHSA:MHS-922.
- REQUIRED ELEMENTS:** All elements should be completed. The following four domains are mandatory: presenting problem; current medication; current substance abuse; and current potential for harm. The narrative section should be as complete as possible and can span multiple contacts. The back section, (Narrative Con't), can be used as any normal progress note and should be dated and signed by the person completing the narrative.
- BILLING:** Bill to MAA code 451
- NOTE:** This form may be used as a “stand alone” record.